



## **ORLANDO JUDGES - PROCEDURES FOR SUBMITTING PROPOSED ORDERS VIA WEB SITE**

### **Proposed Orders (Hearing and Non-Hearing Orders):**

- Include in the first paragraph of the proposed order:
  - \* title and docket number of pleading order refers to
  - \* hearing date (if a hearing was held)
- Allow 2 inches of space for Judge's electronic signature.
- Orders must be generated in Word or Word Perfect, using 12-point, Times New Roman font with justified right margins.
- Provide complete names and addresses of parties to be served under the heading "Copies furnished to:" at the end of the order (do not include any service certification for the case manager to complete).
- Proposed hearing and non-hearing orders must be uploaded in PDF format.

### **Competing Orders:**

- When an attorney submits an order that opposing counsel has not agreed to, the attorney will be required to include (as the first page of the proposed order) a letter that states:
  - 1) the order is not agreed to by opposing counsel;
  - 2) whether a competing order is expected; and
  - 3) the issue that is in dispute.
- Competing orders for Orlando (hearing and non-hearing) should be uploaded in PDF.

### **Stay Relief Orders:**

- The service list must include the full name of the movant attorney (the attorney who actually signed and filed the motion).
- Do not use an underline to represent the court-entered date. Simply leave blank and the Court will insert the order's date at the appropriate location.
- Chapter 13 stay relief orders must reflect within the first paragraph consents were filed by the trustee and debtor or that a consent was filed by the Trustee and the property is to be surrendered per the Chapter 13 Plan or that a hearing was held (include hearing date).
- Do not include any phrase or provision waiving or shortening the 14 day stay period
- All stay orders must include in rem only language no exceptions.

### **Orders Authorizing Employment of Counsel for Debtors-in-Possession:**

- Order must conform to the sample (Authorizing employment of attorney) located at: <http://www.flmb.uscourts.gov/orlando/>